DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814 (916) 445-7046

September 21, 1976

ALL-COUNTY LETTER NO. 76-121

TO: ALL DISTRICT ATTORNEYS
ALL AUDITORS/CONTROLLERS

ALL FAMILY SUPPORT DIVISION CHIEFS

ALL COUNTY WELFARE DIRECTORS (Information Only)

SUBJECT: Child Support (IV-D) Administrative Expense Claiming

REFERENCE:

This letter is to provide information on the following subjects: 1) federal financial participation for administrative expenditures for the nonwelfare portion of the Child Support Program, 2) child support space costs, and 3) Child Support Administrative Expense Claim Forms revision.

Federal Financial Participation

Public Law 94-365 extends the 75 percent federal funding for nonwelfare administrative costs for the IV-D Child Support Program until June 30, 1977. Thus, these costs remain reimbursable at the same funding ratios as in Fiscal Year 1975/76.

Space Costs

Some counties have not yet submitted requests for approval to claim participation in child support space costs (Form DFA 117's). The DBP's Fiscal Manual Section 25-815.352, (b) states:

"If the expenditure is one in which DBP authorization prior to claiming is required, e.g., space, EDP, etc., reimbursement will be made available from the beginning of the quarter in which the county has given written notice to DBP that plan material will be submitted, provided that not more than 12 months elapse between the date of the notice of intent to file and the submission of plan material."

Since child support was a new program with little advance notice for implementation, efforts were made to assist the District Attorneys and the above requirement was not enforced. County staff are now advised that any requests submitted after September 30, 1976 will be treated in accordance with the above-stated manual section and will receive approval to claim financial reimbursement only to the beginning of the quarter in which notification is received.



The forms to be completed are listed for your convenience:

- CS 117 Rent-Private Buildings
- CS 117A County Building Alterations
- CS 117B Construction or Purchase
- CS 117C Alterations-Private Buildings
- CS 117D Maintenance Services

If forms or assistance is needed, please feel free to contact Phyllis Kaneff. Space Facilities Consultant, at 916/445-0480.

Administrative Expense Claim Forms

Attached are copies of the revised IV-D Child Support Administrative Expense Claim Forms CA 356 - CA 361. These forms are to be used by the county District Attorneys effective the first quarter of Fiscal Year 1976/77. Please take notice of the following revisions:

CA 356

- 1. The "County A-87 Plan" line under Group IV has been relabeled "FMC 74-4 Costs" and moved to Group II, line D.
- 2. Line F labeled "Collection Fees" has been added to Group II. These fees are to be inserted as a negative amount and deducted from the costs claimed in Group II. (Please see All-County Letter No. 76-41 dated February 27, 1976.)
- 3. The "Direct Billed" line under Group IV has been modified to enable the counties to itemize these costs.
- 4. "Group VII Extraneous" has been added to allow counties to list any costs they intend to claim but are unable to claim on a current basis. An example of this is EDP costs incurred prior to the counties receipt of an official approval for their IV-D EDP System. By placing these costs in "Extraneous," the county is showing intent to claim these costs if and when the system is approved. A statement explaining all "Extraneous" costs is to be submitted with the claim.

Other Changes

- 1. The activity "Fiscal Services" has been relabeled "Collection and Distribution," and "Other" is now labeled "Non-Child Support," on claim Forms CA 357, CA 358, CA 359, CA 360 and CA 361.
- 2. The time study ratios should be rounded to six places (CA 357).
- 3. "State IV-D Agency" has been relabeled "Local IV-D Agency" on Forms CA 356, CA 358 and CA 360.
- 4. The total dollar amount for each column on the CA 358 has been moved down to the "Total" line.

- 5. In conformance with federal reporting requirements, "Administration" has been blocked out under the "Cooperative Agreement" and "Purchase of Services Private Agencies" columns of CA 359. Any such "Administration" of child support activities, as defined in Time Study Form DFA 400, should be spread to the other reimbursable activities in direct relationship to the number of hours in each activity.
- 6. Form CA 361 has been relabeled "IV-D Child Support Program Distribution Report of Total Expenditures."

A supply of forms has been sent to the counties under a separate cover. If your county has not received its supply of the revised claim forms by September 30, 1976 or if you have any questions, please contact Norm Noe, Phil Noble or Al Granda at (916) 445-7046.

Sincerely,

GARY G. ADAMS
Deputy Director

Attachments

cc: CWDA

IV-D CHILD SUPPORT EXPENDITURE SCHEDULE AND CERTIFICATION

IV-D CHIED SOFT OILT EX. END.	COUNTY	FISCAL YEAR QUARTER ENDI	PAGE 1
GROUP I - LOCAL IV-D AGENCY - ALL	OCABLE COSTS	TOTALS OF SPECIFIC GROUPS WITHIN SUBGROUPS	TOTAL
A. Personal Services — Legal, Investigato			\$
GROUP II - LOCAL IV-D AGENCY - ALL		1	
A. Personal Services			
1. Administrative Support		\$	_
2. Clerical Support			and the state of t
B. Operating Costs (If additional space is n			
1. Space (Itemize) a	\$		
b		\$	_
2. Equipment		•	
3. Training		\$	
4. Travel		\$	
5. Other Operating Costs	,	\$	
C. Indirect Costs		\$	
D. FMC 74-4 Costs		\$	
E. EDP <u>1</u> /		\$	_
F. Less: Collection Fees		\$	<u> </u>
GROUP II - TOTAL - Total of II A.1. th	rough II E. less II F		\$
	ALLOCABLI Column 1		TOTAL Column 3
GROUP III - COOPERATIVE AGREEME (Law Enforcement Agencies	NTS) \$	\$	
GROUP III - TOTAL - Column 1 plus Co			\$
GROUP IV - PURCHASE OF SERVICES			
LOCAL GOVERNMENT			
A. Direct Billed (Itemize)			
1\$			
		\$	
B. EDP <u>1</u> /	}		
GROUP IV SUBTOTALS	\$	\$	MANIFORM AND
GROUP IV - TOTAL - Column 1 plus C	olumn 2		\$

COUNTY		FISCAL YEAR QUARTER ENDIN	PAGE 2
	ALLOCABLE Column 1	NONALLOCABLE Column 2	TOTAL Column 3
GROUP V - PURCHASE OF SERVICES - PRIVATE AGENCIES (Identify)			
A	\$	\$,
В	\$	_ \$	
C. EDP <u>1</u> /	\$		
GROUP V SUBTOTALS	. \$	\$	Annual report of the Control of the
GROUP V TOTAL - Column 1 plus Column 2			\$
GROUP VI - TOTAL - CHILD SUPPORT COSTS (Group I through Group V)	}		\$
GROUP VII - EXTRANEOUS (Itemize)			
1\$	_		
2\$	\$	\$	\$
1/ Summary of EDP Costs			
GROUP II-E	\$	_	
GROUP IV-B	\$	_	
GROUP V-C	\$	_	
TOTAL EDP	COSTS	\$:
	A April 1980 and 1980		
I hereby certify, under penalty of perjury, that I am responsible for the administration of the child support and for said county; that I have not violated any of the of Sections 1090 to 1096, inclusive, of the Government the amounts reported herein have been expended and chargeable as expenditures for administration of the clargeam in accordance with all provisions of the Welfar	program in aforesaid of provisions of account tions 1090 expenditure properly attorney a	rounty, responsible for the s; that I have not violated to 1096, inclusive, of the es reported herein have be	jury, that I am the official in examination and settlement any of the provisions of Sec- Government Code; that the en authorized by the district have been issued or expendilaw.

SIGNATURE OF COUNTY AUDITOR

DATE

tutions Code and the rules and regulations of the State Benefits

DATE

and Services Advisory Board.

SIGNATURE OF COUNTY DISTRICT ATTORNEY

QUARTER ENDING	
TELEPHONE NUMBER	
COMPILED BY	
COUNTY COMPILED BY TELEPHONE NUMBER COUNTY	

IV-D CHILD SUPPORT TIME SUMMARY AND ACTIVITY ALLOCATION RATIOS

L ACTIVITIES ALLOCABLE HOURS ALLOCABLE HOURS ALLOCATION 3/3 A Administration 3 3 3 C Establishment of Paternity Cestablishment of Paternity Cestablishment of Support/Enforcement Cestablishment Cestablishment				
ACTIVITIES HOURS 1/1 ACTIVITIES 1 2 3 Administration 2 3 Administration Collection and Distribution 3 Establishment of Paternity Location of Absent Parent 5 Establishment of Support/Enforcement Non-Child Support 1,000000 GRAND TOTAL (Lines A through I) 2/2 1,000000			TOTAL	ALLOCATION
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GRAND TOTAL (Lines A through I) 2/		Non-Child Support		
	2			1,000000

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^{1/} Total Allocable Hours - Accumulate from Grand Total Column of all DFA 400's for the month by activity.

^{2/} Total of all hours for activities A through I.

^{3/} Allocation Fatio - Determine ratios by dividing Total Allocable Hours for each Activity by Total Hours (Line J). Round ratio to six (6) places.

COUNTY	COMPILED BY	TELEPHONE NUMBER	QUARTER ENDING
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IV-D CHILD SUPPORT PROGRAM DISTRIBUTION Allocable Costs

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SUMMARY	Total of C	3, 4, 5, 6 and 7	83										€>
Purchase of Services Private Agencies Costs	Col. 1, CA 356,	times Col. 2 Ratios	7										€Ŷ
Purchase of Services Local Government Costs	Col. 1, CA 356, Group IV Subtotal	times Col. 2 Ratios	9										€÷
Cooperative Agreements Costs	Col. 1, CA 356,	Col. 2 Ratios	5										ક્ક
Local IV-D Agency Support Costs	Admin., Clerical, Operating, etc.	Total times Col. 2 Ratios	4										€
Local IV-D Agency Personal Services Legal, Investigators, etc.	Personal Services, CA 356, Group I	Total times Col. 2 Ratios	3										₩
\		Allocation Ratio 1/	2										1.000000
		ACTIVITIES	1	Administration	Collection & Distribution	Establishment of Paternity	Location of Absent Parent	Establishment of Support/Enforcement				Non-Child Support	TOTAL
		J – Z	ZШ	٧	œ	ပ	۵	ш	Ц.	ø	工	_	7

1/ For Lines A through I bring ratios forward from the CA 357, Column 3,

QUARTER ENDING	
TELEPHONE NUMBER	
COMPILED BY	
COUNTY	

IV-D CHILD SUPPORT PROGRAM DISTRIBUTION Nonallocable Costs

		Cooperative Agreements	Purchase of Services Local Government	Purchase of Services Private Agencies	SUMMARY
リース!	ACTIVITIES	Group III, Col. 2 CA 356	Group IV, Col. 2 Subtotal, CA 356	Group V, Col. 2 Subtotal, CA 356	Total of Columns 2, 3 and 4
ш		2	3	4	9
۷	Administration				To describe the first term of
_m	Collection and Distribution				
ပ	Establishment of Paternity				
۵	Location of Absent Parent				
ш	Establishment of Support/Enforcement		The state of the s	And the state of t	
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-]	Non-Child Support	The state of the s	ANALYSIA KANTANIN MANANAN MANANANAN	Control of the state of the sta	
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IV-D CHILD SUPPORT PROGRAM DISTRIBUTION Total Allocable and Nonallocable Costs

			Constitution	Durchas of Corning	Divokogo of Cormicolo	
į		Local IV-D Agency	Agreements	Local Government	Private Agencies	SUMMARY
J - Z	ACTIVITIES	Columns 3 + 4, CA 358	Column 5, CA 358 + Column 2, CA 359	Column 6, CA 358 + Column 3, CA 359	Column 7, CA 358 + Column 4, CA 359	Total of Columns 2, 3, 4 + 5
ш		2	3	4	5	9
⋖	Administration					A THE REAL PROPERTY AND A STATE OF THE PROPERTY AND A STAT
8	Collection and Distribution				- Andrews Communication and Co	officer for the first specific that the first specific to the firs
ပ	Establishment of Paternity			The same that th		
۵	Location of Absent Parent		A MANAGAMAN AND AND AND AND AND AND AND AND AND A	AND THE PROPERTY OF THE PROPER	and the second s	refrieds To the fact of the fa
Ш	Establishment of Support/Enforcement					
Щ			Territophessis. American states and the states and	the sport of the second states		
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	Non-Child Support		enemanya, piangangan pangangan anananan anangan angan an	Vojdenije nity vykomova manimata vjekuji napimata sanapivov vymata	Andrews and the state of the st	
	TOTAL	₩	€9	\$	€9-	\$
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^{1/} Must agree with Total in Group VI, Column 3, Total Child Support Costs, CA 356.

IV-D CHILD SUPPORT PROGRAM DISTRIBUTION REPORT OF TOTAL EXPENDITURES

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	EXPEN (EXPENDITURES FOR THE QUARTER (Round to Nearest Dollar)	JARTER
	TOTAL Column 1	FEDERAL Column 2 2/	COUNTY 3/
Administration			
Collection and Distribution			
Establishment of Paternity			
Location of Absent Parent	AND THE PARTY OF T		
Establishment of Support/Enforcement			
Non-Child Support			
GRAND TOTAL (Line A through I) 4/	45	w	4

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From CA 360, Column 6. Column 1 x 75% Federal Participation Rate.

1/ From CA 360, Column 6.
2/ Column 2 - Take Column 1 x 75% Federal 3/ County Share is Column 1 less Column 2.
4/ Grand Total must agree with Column 6 To

Grand Total must agree with Column 6 Total, CA 360.

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STATE USE ONLY			
STATE			
NATIONAL PROPERTY.			